

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

<http://www.adobe.com/Acrobat/readstep.html>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

<http://www.boulder.nist.gov:1580/bulletin/>

APRIL 8 TO APRIL 12, 1996 MEETINGS AT NIST

4/8—MONDAY 10:45 a.m. REACTOR RADIATION DIVISION SEMINAR: Scattering From Compressible Polymer Systems: The Random Phase Approximation H. Benoit, Universite de Strasbourg, France. New Conf. Rm., Reactor Bldg. (NIST contact: D. Neumann, 975-5252.)

4/9—TUESDAY 1:30 p.m. PHYSICAL AND CHEMICAL PROPERTIES DIVISION SEMINAR: Anharmonic Vibrational Wavefunctions in Proteins, A.E. Roitberg, Biotechnology Division, NIST, Gaithersburg, MD. Rm. B165, Physics Bldg. (NIST contact: R.D. Mountain, 975-2484.)

4/10—WEDNESDAY 2:00 p.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Gas-Phase and Surface Kinetics of Reactions in the CVD of Ceramic Materials, M. Allendorf, Sandia National Labs., Livermore, CA. Rm. B165, Physics Bldg. (NIST contact: M. Zachariah, 975-2063.)

4/10—WEDNESDAY 3:00 p.m. PROCESS MEASUREMENTS DIVISION SEMINAR: Surface Modification for Controlling Proteins at Interfaces, B. Ratner, Dept. of Chemical Engineering, Univ. of Washington, Seattle, WA. Rm. B165, Physics Bldg. (NIST contact: M.J. Tarlov, 975-2058.)

NIST 95-96 Colloquium Series

WAS EINSTEIN RIGHT?

Clifford M. Will

McDonnell Center for the Space Sciences and the Department of Physics
Washington University, St. Louis

FRIDAY, April 12, 1996

10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

Professor Will, author of the award-winning book, "Was Einstein Right?", will review the evidence for general relativity. Tests of the Einstein equivalence principle support the postulates of curved space-time, while solar-system experiments strongly constrain the weak-field limit of gravitational theory to agree with general relativity. The binary pulsar provides an important test of gravitational radiation damping and of the strong-field nature of general relativity. Also to be discussed are ongoing and future experiments and examples of the practical importance of general relativity in everyday life.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

Computing and Applied Mathematics Laboratory Statistical Engineering
Division

Course Announcement

**STATISTICS FOR SCIENTISTS AND ENGINEERS: EXPLORATORY DATA
ANALYSIS**

James J. Filliben

This three-day course, the second in a unified program of short courses in applied statistics primarily for the NIST community, will be given Monday mornings, 9 a.m.-12 noon, April 1, April 8, and April 15, in Lecture Room E, Administration Building. It will consist of an elementary introduction to graphical methods for uncovering underlying structure in data, testing assumptions, and developing models.

For more information on this and later courses in this series, contact Mark Vangel at 975-3208, vangel@cam.nist.gov; Jim Filliben at 975-2855, filliben@cam.nist.gov; or see the event calendar under the Statistical Engineering Division home page at URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50 and a form DN-11 should be submitted to Pat O'Connor in the Training Office, Admin. A123, by COB March 26, 1996.

MEP Video Conference Series:
**POLLUTION PREVENTION THROUGH ENVIRONMENTAL MANAGEMENT
SYSTEMS (EMS)**

Produced by: American Society of Mechanical Engineers (ASME)

Date: April 10, 1996; Time: 9:00 a.m. - 12:00 noon; Location: Bldg. 301,
Room C145

This video conference presentation is part of a series of MEP sponsored seminars, provided by the National Technological University (NTU), entitled "Modern Manufacturing: The National Videoconference Series for Successful Small Firms." This seminar will discuss the value of Environmental Management Systems (EMS), and will show a model for one such system offered by the proposed ISO 14,000 international standard series. Presentation will demonstrate how small and mid-sized firms have implemented EMS, what benefits they have gained, and how they have overcome problems.

**For information contact Wendy Kirby, Video Conference Series
Coordinator, 975-4674.**

The spring season continues for the TIGR-NIST Distinguished Speakers
Series!

The TIGR-NIST Distinguished Speakers Series is titled: DNA, GENETICS,
and BIOTECHNOLOGY

AMERICAN SCIENCE: MAINTAINING SUPPORT FOR EXCELLENCE

Neal Lane, , Ph.D.

Dr. Lane is Director of the National Science Foundation.

Thursday, April 11th at 4 P.M.

This season the TIGR-NIST Distinguished Speakers Series is held in the TIGR Conference Room, 9712 Medical Center Drive, Rockville. An informal reception follows Dr. Lane's talk and provides an opportunity for interested participants to talk with him.

Next month's talk is on May 6th at 4 P.M. and will be presented by Dr. Samuel Broder, the Vice President of Research and Development at IVAX Corporation and former Director of the National Cancer Institute.

For information on the series, please contact Keith McKenney at NIST, 975-4872, or Damar Hawkins at TIGR, 838-0200. Directions and series information is also available via the Internet at:
<http://www.tigr.org/conference/conference.html>.

Advance Notice
Chemical Science and Technology Laboratory Colloquium

SELF-ORGANISATION IN SURFACE REACTIONS

Gerhard Ertl
Fritz-Haber-Institute, Berlin, Germany
10:30 a.m., Thursday, April 18, 1996
Lecture B, Administration Building

Surface physical techniques provide detailed insight into the microscopic processes underlying catalytic reactions which form, on the other hand, the basis for modeling the macroscopic kinetics. For constant external conditions, the rate of a catalytic reaction is, however, not necessarily stationary, but may become oscillatory or even chaotic. These effects are associated with spatio-temporal pattern formation of the adsorbed species on a mesoscopic scale, and theoretical description is based on the concepts of nonlinear dynamics. Illustration of these phenomena will be performed with the catalytic CO oxidation on a Pt(110) surface as an example.

For further information contact Bill Gadzuk, 975-2548 or Bill MacCrehan, 975-3912.

Advance Notice
NIST 95-96 Colloquium Series
(Co-sponsored by the NIST Committee for Women)

SEA CHANGE: EXPLORING TROUBLED WATERS

Sylvia A. Earle
President, Deep Ocean Research and Exploration, Inc
Chief Scientist, NOAA, 1990-1992

FRIDAY, April 19, 1996
10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

Sylvia Earle, a marine biologist, oceanographer, botanist, and deep-sea diver, is one of the most accomplished women scientists in America. She will describe changes caused by what humankind is putting into the sea and by what is being taken out, with a blueprint for action and examples drawn from 30 years of underwater observations.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

Advance Notice
NIST 95-96 Colloquium Series
(Co-sponsored by the NIST Nanostructure Science Colloquium Series and
the CSTL Colloquium Series)

VOYAGE OF DISCOVERY TO THE LAND OF ATOMS

Donald Eigler
IBM Almaden Research Center

FRIDAY, April 26, 1996
10:30-11:30 a.m., Green Auditorium, Administration Building

Don Eigler, a pioneer in the use of the scanning tunneling microscope and a leading world expert in the physics of atomic-scale microstructures and the new field of nanotechnology, will describe how it is possible to measure and manipulate atoms on surfaces and to synthesize unique microstructures with remarkable properties that are invisible to the unaided eye. Eigler's group at IBM stunned the scientific world several years ago by being the first to create a pattern on a surface with atoms -- they spelled out the word IBM with xenon atoms manipulated with an STM tip.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

STANDARDS ALUMNI ASSOCIATION (SAA) ANNUAL DINNER MEETING

NIST staff is invited to attend the Annual SAA Dinner Meeting on Monday, April 29, 1996. The Honorable Constance A. Morella, Chair, Subcommittee on Technology, Committee on Science, House of Representatives, will speak on "The Importance of Technology in American Life" at 8 p.m. Social period (wine, beer, soft drinks, snacks) at 6 p.m. in the Employees Lounge, dinner at 6:30 p.m. in the NIST Club (or Cafeteria). Reservations (\$20 per person) are required by April 25th: checks are payable to SAA, Room A44, Administration Building. Call 975-2486 to leave messages.

Advance Notice
**THIRD WORKSHOP ON INDUSTRIAL APPLICATIONS OF SCANNED
PROBE MICROSCOPY**

Sponsored by NIST, SEMATECH, ASTM E-42, and the American Vacuum
Society*

*Nanometer Science and Technology Division and Manufacturing Science
and Technology Group

To be held at the National Institute of Standards and Technology
Gaithersburg MD 20899
May 2-3, 1996

This meeting will explore progress toward meeting standardization and development needs in scanned probe microscopy (SPM) since the previous workshops on industrial applications of SPM. Summary Reports on the first two workshops are available as NISTIR #5550 (December 1994) and #5752 (November 1995). Focus Sessions will concentrate on Semiconductors, Polymers and Coatings, and Magnetic Data Storage Technology. Highlights include talks on recent developments in critical dimension metrology, defect analysis by SPM-based capacitance and near-field optical techniques, achieving chemical specificity via SPM techniques, understanding resolution limits in polymer imaging, magnetic force measurements, and disk tribology. The final session will examine progress on defining standards and standard practices and survey recent developments in novel SPM instrumentation capabilities. Poster presentations on SPM-related topics are encouraged.

Please Note: Registration is required and a fee is being charged for attending the workshop.

For technical information contact John Dagata at 975-3597, john.dagata@nist.gov. For registration information contact Lori Phillips at 975-4513, lori.phillips@nist.gov.

MEETINGS ELSEWHERE

4/8—MONDAY 10:00 a.m. NAVAL RESEARCH LAB. NAVY CENTER FOR APPLIED RESEARCH IN ARTIFICIAL INTELLIGENCE (NCARAI) SEMINAR: Learning to Process Natural Language Using Inductive Logic Programming, R.J. Mooney, Univ. of Texas, Austin, TX. NCARAI Conf. Rm., Bldg. 256, Bolling AFB, Washington, DC. (For further information call 202/404-7036.)

4/8—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON GEOPHYSICAL LAB. (GL) SEMINAR: Accuracy of Paleoclimate Reconstruction for Use in Projecting Future Climate, H. Keshgi, Exxon Research Corp. Seminar Rm., Main Bldg., Carnegie Institution of Washington, Washington, DC. (For further information call 202/686-2410.)

4/9—TUESDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR: Architecture of Catalytic Zinc Sites, C. Fierke, Dept. of Chemistry, Duke Univ., Durham, NC. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/9—TUESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL ENGINEERING DEPT. SEMINAR: Pattern Formation in Liquid Crystals, P.E. Cladis, AT&T Bell Labs., Murray Hill, NJ. Rm. 2115, Chemical and Nuclear Engineering Bldg., Univ. of Maryland, College Park, MD. (For further information call R.V. Calabrese, 301/405-1908.)

4/9—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS SEMINAR: Identity Crisis in Metals, J.B. Marston, Dept. of Physics, Brown Univ., Providence, RI. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call T.R. Kirkpatrick, 301/405-4801 or M.E. Fisher, 301/405-4820.)

4/9—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC CHEMISTRY SEMINAR: Picosecond Studies of Photochemical Mechanisms, B. Arnold, Univ. of Maryland, Baltimore, MD. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/10—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Unprecedented Metal-DNA Binding Modes for Dimetal Compounds: Implications for Antitumor Activity, K.R. Dunbar, Michigan State/Univ. of Pennsylvania/DuPont. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/10—WEDNESDAY 3:00 p.m. JOHNS HOPKINS UNIV. MATERIALS SCIENCE AND ENGINEERING SEMINAR: Rober B. Pond Sr. Distinguished Materials Science Lecture, J.C. Williams, General Electric. Maryland Hall 110, The Johns Hopkins Univ., Baltimore, MD. (For further information call M. Weaver, 410/516-8145.)

4/10—WEDNESDAY 4:00 p.m. UNIV. OF MARYLAND CHEMICAL PHYSICS/ PHYSICAL CHEMISTRY/LAMOSE SEMINAR: Measuring Wavefunctions of Diatomic Molecules, P. Corkum, National Research Council of Canada, Ottawa, Canada. Rm. 1116, IPST Bldg., Univ. of Maryland, College Park, MD. (For further information call H. Michberg, 301/405-4816.)

4/10—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: TBA, A. Krzan, GU. Reiss 262, GU, Washington, DC. (For further information call Prof. Crist, 202/687-4024.)

4/11—THURSDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR: TBA, L. Kumar, Dept. of Chemistry and Biochemistry, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/11—THURSDAY 4:00 p.m. CATHOLIC UNIV. OF AMERICA PHYSICS DEPT. SEMINAR: New Observations of Comet Hyakutake From Mauna Kea, M. DiSanti, NASA/Goddard Space Flight Center, Greenbelt, MD. Rm. 106, Hannan Hall, The Catholic Univ. of America, Washington, DC. (For further information call F. Bruhweiler, 202/319-5333.)

4/11—THURSDAY 7:30 p.m. LOYOLA COLLEGE TENTH ANNUAL HISTORY OF TECHNOLOGY LECTURE: The Technology of Speed: One Last Word About Drag Racing, R.C. Post, National Museum of American History, Washington, DC and MIT, Cambridge, MA. Knott Hall 05, Loyola College, Baltimore, MD. (For further information call W. Elban, 410/617-2853.).

4/12—FRIDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Early Transition Metal Silyl Complexes Free of Anionic π -Ligands: A Comparison of Alkyl and Silyl Ligands, Z. Xue, Dept. of Chemistry, Univ. of Tennessee. Reiss 262, GU, Washington, DC. (For further information call Prof. Kellaris/Dr. Gama, 202/687-2065.)

Institute of Electrical and Electronic Engineers Instrumentation and
Measurement Society
Washington and Northern Virginia Sections

DESIGN OF WEB SITES FOR ENGINEERING APPLICATIONS

Peter Sylvan

IEEE Fellow

Thursday, April 11, 1996

Martingayles Restaurant, Gaithersburg Hilton Hotel, Gaithersburg, MD
Social (optional) 6:15 p.m.; Dinner (optional) 6:45 p.m.; Meeting 8:00 p.m.

The World Wide Web is an ideal tool to disseminate engineering information and coordinate complex engineering projects between large groups of people separated by distance and time. Much success has been demonstrated already in the use of the Web for engineering and scientific applications, but there are many more opportunities still to be tapped. This talk will describe useful web design guidelines and techniques and survey some of the leading examples on the web today. We will also take a look at important future trends and developments.

Contact: Paul Boynton, 301/975-3014.

Micronutrients Measurement Quality Assurance Workshop
Sponsored by NIST and the National Cancer Institute

Saturday, April 13, 1996

9:30 a.m. - 4:30 p.m.

EXPERIMENTAL BIOLOGY '96

Auditorium, Renaissance Washington DC Hotel

This workshop, which has been held annually for the past 10 years, is intended for laboratories that measure vitamins and carotenoids in human serum as part of a NIST-managed quality assurance program. This workshop will be held to allow participants to discuss analytical methods, results of the intercomparison exercises, and other related topics. There is no registration fee for the workshop.

For further information contact Jeanice Brown Thomas at 301/975-3120, jeanice.brown-thomas@nist.gov.

TALKS BY NIST PERSONNEL

BAUER, B.: "Small Angle Neutron and X-Ray Scattering Studies of Polyamidoamine Dendrimers," Materials Research Society Meeting, San Francisco Marriott, CA, 4/10/96.

BROWN THOMAS, J.: "Review of Round Robin Results for the Analysis of Fat-Soluble Vitamins and Carotenoids in Food," NIST/NCI Micronutrients Measurement Analysis Quality Assurance Workshop, Renaissance Washington DC Hotel, Washington, DC, 4/13/96.

CLARK, C.W.: "Structure and Spectra of Dilute Atomic Bose-Einstein Condensates" and "Reference Data for Electronic Structure Calculations," Naval Research Lab., Washington, DC, 4/10/96.

NEWBURY, D.E.: "Introduction to Energy Dispersive X-Ray Spectrometry With NIST-NIH Desktop Spectrum Analyzer" and "'Standardless' Energy Dispersive X-Ray Microanalysis: A Cancer in the Body Analytic?" Scanning 1996 Conf., Monterey Marriott Conf. Center, CA, 4/9 and 4/11/96.

SHARPLESS, K.: "Review of Round Robin for the Analysis of Fat-Soluble Vitamins and Carotenoids in Food," NIST/NCI Micronutrients Measurement Analysis Quality Assurance Workshop, Renaissance Washington DC Hotel, Washington, DC, 4/13/96.

SHULL, R.D.: "Multicomponent Nanocrystalline Magnetic Materials," Dept. of Materials Science and Engineering, Univ. of Virginia, Charlottesville, VA, 4/8/96.

STROSCIO, J.A.: "Nucleation and Growth in Metal on Metal Epitaxy," United Kingdom Annual Scanned Probe Microscopy Meeting, St. John's College, Oxford, UK, 4/10/96.

WALLACE, W.E.: "Analysis of Silica Thin Films Derived From the Pyrolysis of Polysilsesquoxanes," Materials Research Society Meeting, San Francisco Marriott, CA, 4/10/96.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

April 8 - April 12, 1996

ADMINISTRATIVE ITEMS - New

FY96 MID-YEAR PROGRESS REVIEWS - Reminder to all supervisors and employees Supervisors are required to complete mid-year employee performance progress reviews by April 30, 1996. The progress review must include discussion of: (1) the employee's progress toward meeting the objectives of the elements in the employee's performance plan; (2) the need for changes in the performance plan based on changes in responsibilities; and (3) the identification of any notable accomplishments or performance deficiencies. If deficiencies are identified, recommendations on how to improve the deficiencies should be addressed. Questions regarding SES performance should be directed to Carol Hubshman on extension 3037. Questions regarding Demonstration Project and General Workforce performance should be directed to Louise Parrish on extension 3035.

Work-in-Process Estimates

2nd Quarter work-in-process estimates for each calibration, testing and miscellaneous service cost center are due in the Office of the Comptroller by noon on Wednesday, April 10, 1996. Each division having a cost center in these series must complete a Form NIST-611, Report of Work-in-Process, even though the work-in-process estimate may be zero. Please mail to Building 101/Room A928 or hand carry to Room A926. For further information, contact Harry Frizzell on extension 2287 or consult the NIST Administrative Manual, Subchapter 8.06, Appendix A.

Notice to NIST Lunch Club Members

The annual meeting of the NIST Lunch Club (NLC) will be held Tuesday, April 23, at 11:30 a.m. in the NIST Lunch Club. All members should make an effort to attend.

Retirement Luncheon for Roy G. Saltman

Roy G. Saltman of the Computer Systems Laboratory will be retiring on April 30, 1996, after 27 years of government service. In addition to his internationally distinguished career, Roy is known for his many contributions to NIST's professional culture, including receiving a research grant from the John and Mary R. Markle Foundation. A retirement luncheon for Roy will be held on Monday, April 29, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$16.00 which includes tax and gratuity. The menu consists of an entree (choice of London Broil, Grilled Breast of Chicken, or Angel Hair Pasta w/Shrimp), Garden Salad, Vegetable du Jour, Whipped

Potatoes, Bread w/butter, coffee, and Rainbow Sherbet. A cash bar will be available. Please contact Barbara Blickenstaff on extension 2816/17, Building 820 (NIST North), Room 562, or Arlene Carlton on extension 3240, Building 225 (Technology), Room B146, by April 26, if you plan to attend the luncheon or if you would like to contribute towards a gift.

NIST General Tour

NIST offers tours on most Thursdays at 9:30 a.m. Advance reservations are required. In addition to a short overview, the tour includes three stops chosen from the following: Advanced Ceramics, Clinical Measurements of Cholesterol, Structures, and the Museum. The tour lasts approximately 1 1/2 hours. To reserve a space on an upcoming tour, please call Jan Hauber on extension 3585.

Goose Alert

NIST is approaching the time of nesting for the resident Canada Geese. It would be greatly appreciated if staff members would notify either John Kennedy on extension 3306 or the Physical Security Office on extension 2805 of the location of goose nests around the site. The information we need in addition to the location, would be the date the nest was sighted and any identifying collar numbers, if observed. If you have any questions regarding nesting geese, please contact John Kennedy on extension 3306. Your assistance at this time is greatly appreciated.

NIST Beauty Shop News

Starting April 9, the Beauty Shop will hold a drawing at the first of each month for a free shampoo and blowdry (customers only). Call Darlene on extension 3312 for an appointment. Shops hours are 7:30 a.m. to 5:00 p.m., Tuesday - Friday.

NIST Barber Shop News

Lena is back full-time. Call extension 3311 for an appointment.

ADMINISTRATIVE ITEMS - Continuing

NOTICE TO NIST STAFF - Groundbreaking Ceremony

There will be a groundbreaking ceremony for the new Advanced Chemical Sciences Laboratory at 12:00 noon on Tuesday, April 16, 1996. About 100 invited guests are expected to attend including a number of federal and local officials. The event will be held at the northwest corner of the Building 225 parking lot. The north access road to that parking lot will be closed and part of the lot will be held for visitors. The ceremony is open, however, seating will be limited to invitees. For information, call Jim Winger on extension 4034.

Sitewide Outage

During the weekend of April 26 - April 29, 1996, there will be a SITEWIDE utility outage of chilled water, steam, heating, compressed air, air conditioning, ventilation, and hot water to all buildings. The OUTAGE will start at 5:00 p.m. on Friday, April 26, 1996, and will end at 7:00 a.m. on Monday, April 29, 1996. A electric outage will affect

Building 302. The fire alarm bells and the civil defense bells will be tested on Saturday, April 27, and Sunday, April 28, 1996. These outages are necessary to permit maintenance and repairs to the central utility systems. **Only hoods that are essential should be left in the CONTINUOUS EXHAUST POSITION, since without heating and cooling, hoods that run pull unconditioned air through the building.** This outage does not affect the ANNEX. If you have any questions regarding the SITEWIDE OUTAGE, please phone the Operations and Maintenance Office on extension 6948.

Fire Evacuation Bell Testing

On Saturday, April 6, between 8:30 and 11:30 a.m. there will be a sitewide test conducted of the fire evacuation bells. If you believe there may be a problem of hearing the evacuation bells in your work area, please notify the Fire Department on extension 6190. No action by employees is required unless the bells continue to sound.

Interagency Tennis League

The Interagency Tennis League begins competition the week of April 8th. A kick-off meeting will be held at NOON on Tuesday, April 2nd, in the Admin. Bldg. cafeteria (look for our table near the cash registers). New players are needed. Call Geoff McFadden (x2711) or Albert Lee (x5190) for more information.

PCX No. 264 _____ April 1, 1996

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

264.1 F-PROT ANTIVIRUS SOFTWARE UPDATE - We have received an updated version (2.22) of the F-PROT virus scanning software. One change to this version of the software is the inclusion of a beta-test version of a new VIRSTOP program. If you have used the VIRSTOP program in the past and have experienced any compatibility problems, you may want to give the new VIRSTOP2 program a try. Both the VIRSTOP and VIRSTOP2 programs are provided in this release. Please note, there are some differences in the use of the VIRSTOP2 program. These are documented in the VIRSTOP2.DOC file which is included in the distribution. The F-PROT software can be downloaded, in the self-extracting file FP-222.EXE, from the MICF WHLIST, the ANONYMOUS/PC subdirectory on the ENH, or from the PC Assistance page on the web.

264.2 LOCATING DOC BANYAN ADDRESSES VIA EUDORA PH - Many users have asked if they can use the PH feature in Eudora to look up DoC Banyan addresses as well as NIST e-mail addresses. The answer is "Yes!" With a few changes to your

Eudora and OnNet setups both NIST and DoC addresses will appear in response to a PH query. To begin, one change may be required within Eudora. Select the menu option Special, Settings..., Hosts. If not already set this way, change the PH host to locator.nist.gov. Close Eudora. You then need to edit the pctcp\etc\services file. This file consists of a list of network services. The list is in numeric order. Scroll down through the file and find the two lines which read:

```
csnet-ns      105/tcp    # Mailbox Name Nameserver
csnet-ns      105/udp    # Mailbox Name Nameserver
```

In each case, change the "105" to "115" and then save the file. When you then restart Eudora, both NIST and DoC addresses should appear in response to PH queries. NIST addresses will appear first, followed by the DoC addresses.

264.3 REMOVING THE WIN95 LOGO ON STARTUP - To remove the Windows 95 logo on startup, do the following: 1) Remove the hidden, system, and read-only attributes from the c:\msdos.sys file; 2) backup this file by copying it to msdosold.sys; 3) open the file c:\msdos.sys in Notepad; 4) find the [Options] section of the file; 5) add this line in the [Options] section: Logo=0; 6) restore the hidden, system, and read-only attributes to the c:\msdos.sys file; 7) reboot your machine and there should be no logo on startup.

264.4 MICF WEB HOME PAGE - In an effort to provide easier access to information on the MICF system, even to those who do not have accounts on the system, an MICF web page has been implemented which includes links to the following information: the WareHouse List of downloadable software and files, the Informs List of downloadable electronic forms, the current MICF logon broadcast messages, the list of public E-mail distribution lists, a form for querying the Carpool Locator Assistance System, a form for submitting a Media Inquiry Report, and a form for checking the status of a purchase request. The URL address of the MICF home page is: <http://micf.nist.gov>. This page can be accessed using any web browser such as Netscape or Mosaic. Any questions or comments should be addressed to Hobie Audet, x4071, Gaithersburg (Hobie.Audet@Nist.Gov).

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **April 10, 1996**, at 10:30 a.m.

New Journals in the NIST Library (Research Information Center)

The Office of Information Services (OIS) subscribes to 1600 journals for permanent retention in the NIST Library. These journals are carefully selected to support the varied research activities within NIST. As journal costs have risen at a much higher rate than the rate of inflation, we have to be extremely judicious and must depend on the advice of the NIST researchers in adding new journal titles to the collections. Journals being considered for permanent retention are displayed for review by NIST staff for evaluation as to usefulness, relevance, and quality of scholarship and research. The display area is near the Reference and Circulation desks in the NIST Library.

In seeking to broaden the participation of NIST staff in this venture, we are placing the list of journal titles under consideration in the NIST Administrative Calendar. We are also placing the list of titles and a copy of the cover page and/or table of contents page in the NIST Virtual Library. This should provide those who do not come to the library a means to evaluate these journals and notify the OIS of their opinion as the usefulness of these titles. It also serves to alert researchers of newly acquired journals which may be of interest for their research needs.

Following is a list of journal titles being considered for addition to the permanent collections, organized by broad subject areas. Please give us your evaluation of these journals by sending an electronic mail message to whiting@enh.nist.gov or contacting Beth Bloomquist on extension 2809.

Computer science:

Real-time imaging

Science and technology:

Science and engineering network news
Technology management

Physics:

International journal of adhesion and adhesives
Journal of synchrotron radiation

Chemistry:

Chemical intelligencer
Journal of sol-gel science and technology

Material sciences:

Advanced composites

letters

Construction and building materials
Geotechnical testing journal

High performance polymers
Materials at high temperatures

Life sciences:

Forensic science international
Journal of bone and joint surgery
Journal of forensic sciences
Journal of orthopaedic research

Engineering:

Artificial intelligence for engineering design, analysis and

manufacturing

Journal of thermophysics and heat transfer

Mathematics:

Computational geometry: theory and applications
International journal of computational geometry and applications
Random and computational dynamics

Manufacturing:

Computer integrated manufacturing systems
Human factors in manufacturing
International journal of flexible automation and integrated manufacturing

Gordon Research Conferences 1996 Schedules Available at Reference Desk

The program and application forms for the Gordon Research Conferences for summer 1996 are available at the Reference Desk. The conferences will be held in New Hampshire and Rhode Island. Since attendance is limited, it is recommended that applicants apply immediately. More detailed information about the conference will be accessible on the Internet. As up-to-date details about these Internet sites become available, they can be either faxed or emailed to NIST scientists upon request to reflib@nist.gov (x3055).

Unsigned Interlibrary Loan Request

The Interlibrary Loan (ILL) staff has received ILL requests which do not include the requestor's name. If the following titles were requested by you, please call Rose Estes on extension 3060. The ILL staff will not process requests for interlibrary loans which do not include the requestor's name.

- Mura, T.: "Micromechanics of Defects in Solids 2," 1987
- Azzam, R.M.A.: "Selected Papers on Ellipsometry," 1991

Other Training Notices

For information about *Introduction to Information Resources on the Internet*, and *Training on the NIST Virtual Library*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

SKYWARN Class

The Bureau Radio Amateur Signal Society (BRASS) along with the National Weather Service (NWS) is sponsoring a severe weather spotting class. Learn how to spot tornado forming clouds before they strike and serve as a severe weather spotter for the NWS. The class will be held on Wednesday, May 8, from 7 to 10 p.m. in Lecture Room A, Administration Building. Space is limited so reserve your seat early. For more details or reservations contact Tom Buckley (x2560 or TJB@ENH.NIST.GOV).

Employee Craft Fair

Please come to the Employee's Lounge on April 9 and 10, 1996, from 8:00 a.m. to 2:30 p.m. for the Employee Craft Fair. There is a wide variety of crafts for you to purchase, that special accent item for your home or a gift for someone special. Handmade baskets, handpainted silk items, carved birds, wood crafts of all kinds, including rocking horses, photography items, jewelry, kitchen crafts, dried flower wreaths, hair bows, and much more.

Leather Vendor

The vendor that sells purses, attache cases, suitcases, etc. will be at NIST on May 8, 1996.

SEBA Gift Shop

Kings Dominion Special Discount Tickets are available at the SEBA Gift Shop. The special ticket price is \$19.45 (down from \$28.95) for everyone 7 years old and up, and will be valid from March 30 - May 19th.

The SEBA Gift Shop has available the 1996 Golf Instructor Book. This book contains over \$5000 in valuable coupons including up to 50% off on green fees, equipment, clothing, and much more. The geographical area for these coupons includes: Washington, D.C.; Maryland; Virginia; and lower Pennsylvania. The book retails for \$25, but with a SEBA membership it can be yours for \$22. Also, you can purchase Russell Stover candies, discount movie tickets, NIST t-shirts, and other souvenirs. Entertainment discount books, Maryland note cards, baby gifts, quality wallets, fashion jewelry and watches, sundry items, cards at a 20% discount, postage stamps, and much more.

Membership Drive

There is an ongoing membership drive for both the annual SEBA membership and the Fitness Center membership. You may stop in the Gift Shop to pay either membership or contact your SEBA Board of Trustees member. If you have an application for membership, you may mail that along with your check to the SEBA Gift Shop, Building 101, Room A46. There was an unfortunate typo on the application for the Fitness Center. The correct fee for a 6 month membership is \$60.

NIST FITNESS CENTER - News

Lower Back Strengthening Exercises

A repeat of a series of four classes will be held in the Employee's Lounge, Administration Building, on the following dates: Friday, April 19, 26, May 10, and 17 - 12:00 noon to 1:00 p.m. on each day. The classes will be taught by Dr. Sheila Amon, a practicing chiropractor in Maryland. This series was a sellout when it was held last fall and was found beneficial by all who attended. The cost for the 4 sessions is \$30.00 payable at the first session directly to Dr. Amon. We need to have 20 people signed up by April 10th in order to run the class. Please call Rhoda Levin on extension 2575 or e-mail to matzah@enh.nist.gov to sign-up or for more information. You will be notified of confirmation of your participation in the class.

NIST STOREROOM - News

Barcoding

In an effort to make shopping easier for the NIST staff we have barcoded all stock items, excluding the Forms and Letterhead, in the Administration Storeroom. Completing a NIST-293 will only be required for purchasing Forms and Letterhead and when the Storeroom system is not operating.

Grand Opening

There will be a Grand Opening in the Administration Storeroom on April 4, 1996. All

NIST employees are invited to come and help the AAD staff celebrate the accomplishments made in the Administration Storeroom. There will be free gifts and door prizes given away every hour from 10:00 a.m. to 2:00 p.m.

CAFETERIA MENU (Subject to change without notice)

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Special	Special	Special	Special	Special
Beef Burgundy over Noodles	Vin Chicken	Turkey/Dress	Italian Pepper	Whiting Fillet
Gr Bns Amand	Steamed Cab	Brussel Sprouts	Steak	Mac & Cheese
Fruit Pie	Red Bliss Pot	Sw/Potato/Corn	South/Collards	Broccoli Spears
Entrees/Vegs	Roll & Butter	Souffle	Mashed Pots	Fresh Fruit
Burrito Platter	Entrees/Vegs	Roll & Butter	Roll & Butter	Entrees/Vegs
Fried Trout	Burrito	Entrees/Vegs	Entrees/Vegs	Burrito
Beef Burgundy	Vin Chicken	Burrito	Taco Salad	Fish Remouoad
Gr Bns Amand	London Broil	Turkey/Dress	Burrito	Escl Ham/ Pots
Broc/ Cauli	Peas & Carrots	Pork w/Broc	Cancun Chick	Whiting Fillet
Noodles	Steamed Cab	Brussel Sprouts	Italian Pepper	Mac & Cheese
Rice	Red Bliss Pot	Sw/Potato/Corn	Steak	Broccoli Spears
Soup/Intern	Rice	Souffle	South/Collards	Squash
Chicken Noodle	Soup/Intern	Baked Potato	Cauli/Holland	Rice
Pasta	Cream of Broc	Rice	Mashed Pots	Soup/Intern
	Pasta	Soup/Intern	Rice	Boston Chow
		Old Fash Bean	Soup/Intern	Pasta
		Tex-Mex	Minestrone	
			Pasta	

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

STUDENT EMPLOYMENT REGULATIONS (Note New Date)

Instructor: Sherman Hatchett, Office of Human Resources Management
 Cost: NONE
 Date: April 15, 1996
 Location: Lecture Room C, Administration Building
 Time: 1:30 p.m. - 3:00 p.m.

EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.

Cost: Approximately \$200 per participant

Date: April 24, 1996

Location: Lecture Room D, Administration Building

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

NIST EEO PROGRAM

Instructor: Alvin Lewis, Civil Rights Office

Cost: NONE

Date: May 7, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PAY ADMINISTRATION

Instructor: Carol Hubshman, Office of Human

Resources Management

Cost: NONE

Date: May 13, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

****GENERAL TRAINING****

STATISTICAL INTERVALS AND UNCERTAINTY

Description: This workshop will provide a foundation to the concepts of statistical intervals and uncertainty. Simple examples are used to highlight the concepts and develop intuition. Additionally, normal distribution theory is presented as a basis for future study in statistics. Topics include interpretations of uncertainty, confidence and prediction intervals, posterior probability, and the relationship between testing and intervals. Also discussed is the NIST uncertainty policy in the context of statistical uncertainty.

Prerequisite: Introduction to Statistical Concepts, or equivalent

Instructor: Mark Levenson, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 29, May 6 and May 13, 1996

Location: Lec.Rm. D on 4/29 & 5/6; Lec. Rm. E on May 13

PLEASE NOTE: Request for Training Memo must be submitted by April 22. Please no phone in registrations! For technical questions please call Mark Levenson on x2848.

SUCCESSFUL PROJECT MANAGEMENT

Description: While some people seem to know intuitively how to manage projects, most successful project managers learn their skills. This intensive three-day course on Successful Project Management is designed to help you develop the insights and skills necessary for effective project management. The skills developed in this course apply to large and small projects, design efforts, laboratory investigations, and software development.

Instructor: Arnold M. Ruskin, Ph.D, P.E., Jet Propulsion Laboratory

Dates: May 1, 2 and 3, 1996

Cost: \$700 per participant, includes lunch, refreshments and text book!

Time: 8:30 a.m. - 4:30 p.m.

Location: Gaithersburg Marriott Courtyard

PLEASE NOTE: Call Brenda Main on ext. 2054 to register, for more technical information call Dave Seiler on ext. 2054. Please let Brenda know by April 12 1996.

CONFLICT RESOLUTION (SUPPORT STAFF) THIS CLASS HAS GREAT REVIEWS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a positive solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: May 8, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be

submitted by April 17.

TEAM BUILDING (Great Class!)

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual, the team and the company.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Date: May 16, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 25.

PRE-RETIREMENT SEMINAR

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: June 20, 1996

Location: Lecture Room D, Basement 101

Time: 8:30 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 5.

NOTE: Spouses are welcome!

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately \$175 per participant

Dates: June 17 & 18, 1996

Location: Building 301, B174

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo needs to be submitted by May 28. **For technical questions please call Barbara Camp x6338.**

ESSENTIALS OF ENGLISH

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Time: 1:00 p.m. - 4:00 p.m.

Location: B111, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by April 12.

TECHNICAL WRITING WORKSHOP

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc.
Cost: Approximately \$275 per participant
Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996
Time: 9:00 a.m. - 4:00 p.m.
Location: Lecture Room E, Administration Building
PLEASE NOTE: Request for Training Memo must be submitted by April 30.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101.

All 1-Day Classes will be \$125

ALL 1/2 Day Classes will be \$60

All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Information Systems Division

Date & Time: May 28, 1996, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message

to Patricia.oconnor@nist.gov to register for a space.

QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard/BPA orders, QPS hand-on data entry, and instructions on reconciling your monthly statement.

Instructor: Barbara Camp, Acquisition and Assistance Division

Cost: NONE

Date: May 16, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 3:00 p.m.

PLEASE NOTE: This training is "**Mandatory**" for all new BankCard holders and approving officials. Request for Training Memo's are not required, however please reserve your space by sending E-Mail to patricia.oconnor@nist.gov, x3017. Please contact Barbara Camp at x6338 if you have questions.

TIPS AND TRICKS WITH WORDPERFECT 6.1 FOR WINDOWS (NEW SHORT TOPIC CLASS)

Description: This course is full of tips and tricks to improve your WordPerfect 6.1 for Windows skills. Learn shortcuts and new ideas guaranteed to improve your word processing efficiency. This course is designed for users comfortable with basic tasks in WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 15, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: Approx. \$60 per participant

PLEASE NOTE: Request for Training Memo must be submitted by May 1.

CREATING TABLES WITH WORDPERFECT 6.1 FOR WINDOWS

Description: Learn the strengths of WordPerfect tables. We will create, navigate, enhance, and modify a table; add borders and shading; use math functions to write formulas and calculate. Many of your routine tasks can be simplified with tables. This course is designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 15, 1996

Time: 1:00 p.m. - 4:00 p.m.

Cost: Approx. \$60 per participant

PLEASE NOTE: Request for Training Memo must be submitted by May 1.

MERGING WITH WORDPERFECT 6.1 FOR WINDOWS

Description: Come and explore the powers of WordPerfect merging. Create forms files and data

files to automate your mass mailings. Learn to Customize labels and envelopes. This is a fast-paced course designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 22, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: Approx. \$60 per participant

PLEASE NOTE: Request for Training Memo must be submitted by May 8.

TEMPLATES IN WORDPERFECT 6.1 FOR WINDOWS

Description: Every document you create in WordPerfect is based on a template. Learn to use and create custom templates to automate your office output, such as memos, fax covers, business cards and invoices. This course is designed for experienced users of WordPerfect 6.1 for Windows who want to go one step further with their office automation.

Instructor: Lyndie Billey and Associates

Date: May 22, 1996

Time: 1:00 p.m. - 4:00 p.m.

Cost: Approx. \$60 per participant

PLEASE NOTE: Request for Training Memo must be submitted by May 8.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: April 16 & 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: May 1, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 19.

POWERPOINT 4.0 FOR WINDOWS

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Lyndie Billey and Associates

Date: May 8, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: April 12, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: May 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 7.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 7, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 10, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 23.

INTERMEDIATE WINDOWS

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: May 13, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 29.

ADVANCED MICROSOFT WINDOWS

Description: This class is designed for students who want to learn the advanced features of Microsoft Windows 3.1. These features include using the MS-DOS prompt to access DOS from Windows, setting multitasking priorities, copying and pasting with non-windows applications, and creating and changing a swap file. In addition, students will learn to use PIF Editor, link and embed objects, use Object Packager, and customize Windows by editing system files.

Instructor: ExecuTrain

Date: May 29, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 14.

POWERPOINT 4.0 FOR WINDOWS

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft Graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

PREREQUISITE INTRODUCTION TO POWERPOINT!

Instructor: Executrain

Date: April 15, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO LOTUS FOR WINDOWS

Description: This workshop is for participants that are upgrading to Lotus for Windows.

Instructor: Barbara Talley, Business Support

Training, Inc.

Date: May 6, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Requests for Training Memo must be submitted by April 22.

INTRODUCTION TO LOTUS FOR WINDOWS

Description: This workshop is for participants that are upgrading to Lotus for Windows.

Instructor: Impact Services, Inc.

Date: May 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Requests for Training Memo must be submitted by May 16.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.

Date: May 17, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by May 3.

WORDPERFECT 6.1 FOR WINDOWS

INTRODUCTION

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Date: April 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by April 16.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), Gopher, and World Wide Web. The seminar will consist of a

one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services
 Cost: None
 Date: April 10, 1996
 Location: Lecture Room D, Administration Building
 Time: 1:30 p.m. - 2:30 p.m.

Hands-on Instructor: Jeff Harrison, Office of Information Services
 Date: April 11, 1996
 Location: A41, Administration Building
 Time: 9:00 a.m. - 12:00 noon
 Cost: None
 To register for this training, please call Jeff Harrison, x3054.

TRAINING ON THE NIST VIRTUAL LIBRARY

The Office of Information Services is offering training on the NIST Virtual Library, which provides online access from you desktop computer to a variety of information resources and services. The next training date is April 23, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, call Diane Cunningham on extension 3053. There is no cost for this training.

NIST VACANCIES-GAITHERSBURG, MD

April 5, 1996

Vacancy Announcements will not be available until the above date.

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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ZT

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

839	Phys Sci Tech (AMENDED)	1311	II	\$20,233-\$36,088	III	NIST/0348/CAH	04/12/96
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ZS

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

102	Info Activities Clerk/Ast (OA)	0303	II/III	\$18,229-\$32,613	IV	NIST/0484/KY	04/12/96
353	Comp Assist (Ekt) (AMEND)	0335	III	\$20,989-\$32,613	NONE	NIST/0379/BL	04/19/96

OPEN TO CURRENT FACILITIES SERVICES DIVISION STATUS EMPLOYEES AND CTAP

353	Police Officer	0083	II	\$16,111-\$27,297	III	NIST/0537/BL	04/12/96
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WG

OPEN TO NIST STATUS EMPLOYEES AND CTAP

351	Air Condit Equip Mechanic	5306	WG-08	\$13.47-\$15.68/hr	NONE	NIST/0524/BL	04/12/96
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NTIS VACANCIES-SPRINGFIELD, VA

OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP

NTIS	Compt Special (Sys Prog)	0334	GS-9/12	\$30,658-\$57,800	GS-12	NTIS-419/JC	04/19/96
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NTIS	Compt Special (D B Analysis)	0334	GS-11/13	\$37,094-\$48,222	GS-13	NTIS-417/JC	04/19/96
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APPLICANT SUPPLY FILE INFORMATION

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time. Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.